



Superintendent of Schools
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Mr. Stefan Czaporowski
Superintendent of Schools

November 13, 2018

TO: Principals, Nurses
FR: Stefan Czaporowski, Superintendent of Schools
RE: Immunizations/Physical and Exclusion from school

In order to ensure that all schools are following the same practice with regards to student immunizations/physicals and exclusion from school, please adhere to the following practices:

1. Health Record Review Letter (samples attached)
Attached please find a 1st notice and 2nd/final notice. Please transfer to your school stationary. These letters should be sent to parents to inform them of missing health record requirements. The 2nd/final notice should include a date that the student will not be allowed to return to school if the documentation is not received. We have established that to be 10 days from the date of your 2nd/final notice.
2. Medical Exemptions/Religious Exemptions
These must be submitted yearly and preferably prior to entrance. We have established that after 10 days (from start of school) the student will not be allowed to return to school if the documentation is not received.

I appreciate your cooperation with this.

cc: Secretaries